

VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED

September 18, 2017

Mr. Antonio Ramos, President  
Greenlife Janitorial Services  
28 Church Street  
Winchester, MA 01890

*RE: Custodial Cleaning Services Contract*

*NOTICE OF EXERCISE OF FIRST RENEWAL TERM*

Dear Mr. Ramos:

As you are aware, the Town of Natick, Massachusetts and Greenlife Janitorial Services are parties to a contract for custodial cleaning services in the Town of Natick ("Contract.")

Article 3 of the Contract, entitled "Term/Time/Liquidated Damages," provides as follows: "The term of this Contract shall be for one (1) year, commencing as of December 1, 2016, and ending one (1) year later. At the sole discretion of the Town, this Contract may be renewed for one (1) or two (2) additional one (1)-year terms. All services under this Contract shall be performed as expeditiously as possible. Should the Contractor fail to provide necessary personnel to staff the locations specified in the IFB in any given day, the Successful Bidder shall pay to the Town, as liquidated damages, and not as a penalty, the sum of five hundred dollars and zero cents (\$500.00) for each such day, to compensate the Town for losses associated with any such failure by the Contractor."

On September 18, 2017, the Town of Natick, by vote of the Natick Board of Selectmen, exercised its option to extend the Contract for one (1) additional one (1)-year renewal term. This option year shall expire on November 30, 2018. This letter shall serve as notice to Greenlife Janitorial Services of the Town's exercise of its first option. The Town reserves its right to exercise its second option at a later time; however, nothing shall compel it to do so.

All provisions of the Contract shall remain in full force and effect during these option periods.

Thank you for your consideration.

Very truly yours,

The Natick Board of Selectmen

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Jonathan H. Freedman, Chair

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Susan G. Salamoff, Vice Chair

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Richard P. Jennett, Jr., Clerk

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Michael J. Hickey, Jr.

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Amy K. Mistrot

cc. Martha L. White, Town Administrator  
William D. Chenard, Deputy Town Administrator – Operations  
James Kane, Director of Facilities  
Michael Anderson, Custodial Supervisor  
Arti P. Mehta, Comptroller  
John P. Flynn, Esq.